

REPORTS INVENTORY					CONTROL NO. <u>RA 14</u>	
PREPARE IN DUPLICATE					A&RC - 5	
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
QUARTERLY REPORT						
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL
		LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)	
12		Quarterly			8	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT	
Tabular		YES	IF YES GIVE ADP PROCESSING NO.		Chief, Records Administration Branch	
		NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Archives and Records Center				Record of Holdings		

## 12. COST FACTORS

#### A. MANUAL PREPARATION AND REVIEW COSTS

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GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.46		3		10.38		4		\$ 41.52
GS-7	4.80		1 1/2		7.20		4		28.80
GS-11	6.87		2		13.74		4		54.96

## B. COSTS OF COMPUTER PRODUCED REPORTS

B. COSTS OF COMPUTER RESEARCH RE: CR-1				
TOTAL COSTS PER YEAR				\$ 125.28

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is now distributed to the Records Management Board. It was started in March 1967. One copy is also sent to OTR for use by [ ] in the CS Records Officer Course.

#### 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

## 18. EXTENSION

STAT  
10/7/70

D/Chief A&RC  
Classification

(22-36-43)

STAT

STAT